

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title/Position, if known]
[Department/Office, if known]

Xuan University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Admissions Committee"],
I am writing to wholeheartedly recommend [Candidate's Name] for [specific program, position, or opportunity] at Xuan University. I have had the pleasure of [how you know the candidate, e.g., teaching them, working with them] for [duration] and can confidently speak to their abilities and character.

[Paragraph 1: Discuss the candidate's qualifications and relevant skills. Provide specific examples of their work, achievements, or contributions.]

[Paragraph 2: Highlight personal qualities, work ethic, teamwork skills, or leadership abilities. Share anecdotes that illustrate these traits.]

[Paragraph 3: Summarize why the candidate would be a great fit for Xuan University and how they will contribute to the university community.]

I sincerely believe that [Candidate's Name] will excel at Xuan University and make valuable contributions to your [program/community]. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Thank you for considering this application.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]